

**RARITAN TOWNSHIP COMMITTEE REGULAR MEETING
RARITAN TOWNSHIP MUNICIPAL BUILDING
TUESDAY, JUNE 16, 2020**

MEETING CALLED: Mayor Kuhl called the regular meeting to order at 7:01 p.m.

ROLL CALL: The following were present: Mayor, Jeff Kuhl; Deputy Mayor, Karen Gilbert; Comm. Gary Hazard; Comm. Scott MacDade; Comm. Louis Reiner

ABSENT: None

ALSO PRESENT: Administrator, Don Hutchins; Municipal Clerk, Lisa Fania; CFO, Bill Pandos; Township Attorney, Jeff Lehrer; Raritan Township Office of Emergency Management Coordinator, Christopher Phelan

MEETING NOTICED: Mayor Kuhl advised that the meeting was noticed in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975 June 9, 2020 to the Courier News, Hunterdon County Democrat, Star Ledger, Express Times, NJ.com, and posted on the municipal bulletin board and the Township website.

CLOSED SESSION RESOLUTION

There was no closed session held.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE: Mayor Kuhl asked all to join in the Pledge of Allegiance to our flag and to remain standing for a moment of silence to remember our men and women serving in the Armed Forces and in particular those serving in troubled areas around the world.

AMEND/APPROVE THE AGENDA

Mayor Kuhl asked for a motion to approve the Agenda.

Motion by Reiner, seconded by Hazard

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl

NOES: None

ABSTAIN: None

ABSENT: None

PUBLIC COMMENT: It is the policy of the Township Committee that all public comments on an issue shall be limited to three minutes per person. Public comment shall be permitted on items of concern regarding the agenda only. In addition, time will be allotted at the end of the meeting for public comment on any issue.

There was no public comment.

FINANCIAL ISSUES

Payment of Bills as listed for Raritan Township: **\$1,282,913.97**

Mayor Kuhl asked for a motion to approve the bill list for Raritan Township.
Motion by Hazard, seconded by Reiner

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl
NOES: None
ABSTAIN: None
ABSENT: None

Payment of Bills as listed for Raritan Township Fire Company: **\$3,510.00**

Mayor Kuhl asked for a motion to approve the bill list for the Raritan Township Fire Company.
Motion by Gilbert, seconded by MacDade

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl
NOES: None
ABSTAIN: None
ABSENT: None

REPORTS

- a. **Office of Emergency Management Update** – Christopher Phelan, Raritan Township Office of Emergency Management (OEM) Coordinator, provided an update on the status of OEM efforts regarding the COVID-19 public health emergency. Mr. Phelan advised of the following:

*1,038 confirmed COVID-19 cases in Hunterdon County; 66 deaths;

*171 confirmed COVID-19 cases in Raritan Township; 22 deaths;

*Zero COVID patients in the hospital; 97 patients total in the hospital; 213 patients discharged;

*Continued testing at the Hunterdon/Somerset joint facility at Raritan Valley Community College including June 18 and June 25;

*Continued private testing sites in the Township and County;

*OEM continues to field calls from businesses regarding guidelines and information for Stage 2 of the State's reopening plan;

*Positive feedback received regarding outdoor dining;

*Hunterdon Central Regional High School to hold a drive-through graduation parade and virtual ceremony at 7:00 p.m., Friday, June 12; traditional ceremony to be held July 8 and 9;

*J.P. Case Middle School to hold a graduation parade at 5:00 p.m., Wednesday, June 24.

During his report, Mr. Phelan commended the Township OEM and Police Department for their assistance with the protests that occurred in Flemington Borough.

At this time, Mayor Kuhl reported that he had contacted the superintendents of both school districts to offer support on behalf of the Township regarding graduation events.

The following May reports were acknowledged by the Committee:

- *Animal Control
- *Court
- *Planning/Engineering Escrow Accounts
- *Tax Collector

LIAISON REPORTS

Karen Gilbert: Fire/Rescue/OEM; Open Space Advisory Committee; Planning Board
(Deputy Mayor) (Class III Member)

Deputy Mayor Gilbert extended heartfelt, sincere gratitude to all of the Township's first responders and commented, "Chris, we are so lucky to have you. You have been doing an amazing job and we are fortunate to have you in the lead. We very much appreciate it."

Deputy Mayor Gilbert reported on a meeting of the Open Space Advisory Committee advising of a request by members to present potential properties for consideration to the Township Committee at a future meeting. There was no objection to scheduling the Open Space Committee for the July 21st agenda. Deputy Mayor Gilbert further reported that the Planning Board did not meet.

Gary Hazard:

Court; Open Space Advisory Committee; RTMUA

Committee Member Hazard commented that the Courts are up and running and that tickets are “way down.” Committee Member Hazard announced the upcoming meeting date of the RTMUA, Thursday, June 18, 5:00 p.m.

During Liaison Reports, Committee Member Hazard commented on the lack of awareness among local restaurants regarding the outdoor dining ordinance. Committee Member Hazard advised that over the weekend, he, Committee Member Reiner and a volunteer delivered information packets to approximately ninety percent (90%) of the Township’s restaurants. He further added that a follow up email will be sent as well with the same information.

Deputy Mayor Gilbert inquired about the Hunterdon County Chamber of Commerce assisting with dissemination of same information. Chamber President, Christopher Phelan, advised that it could be done. Mr. Hutchins to provide contact information and material to Mr. Phelan.

Mr. Hutchins commented that the same protocol for the dissemination of information will occur when Ordinance #20-22, permitting limited outdoor business operations as well as exercise classes within certain municipal parks and areas adjacent to the fitness or wellness business during the COVID-19 pandemic, is adopted June 30.

Jeff Kuhl:
(Mayor)

Finance; Historians; Personnel; Planning Board (Class I Member)

Mayor Kuhl reported that the financial condition of the Township is in good standing and that the Historians Committee did meet. Mayor Kuhl explained that discussion of the Historians Committee focused on the schoolhouse renovation and advised that Polytech students plan to return in the fall to finish electric, insulation and sheetrock. Mayor Kuhl reiterated that the Planning Board did not meet.

Scott MacDade:

Board of Health; Environmental Commission; Historians

Committee Member MacDade announced the upcoming meeting of the Board of Health, Thursday, June 18 and that the Environmental Commission meeting was cancelled. Committee Member MacDade reported that the Environmental Commission completed its tree seedling distribution and that it was a success. Committee Member MacDade referred to Mayor Kuhl’s report regarding the Historians Committee.

Louis Reiner: Agriculture Advisory Board; Finance
Committee Member Reiner extended gratitude to the Township's Administrator and CFO for the phenomenal financial condition of the Township.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

- a. **Township Committee Acknowledgement of Certificate of Delivery and Payment of General Improvement Bonds** – CFO, Bill Pandos, commented, “I felt a little bit like Jerry Garcia, what a long strange trip its been. A trip that started in the middle of March just two weeks away from adopting our 2020 budget in record time, looking towards having a bond sale to turn four and one half million dollars of temporary financing into permanent financing. COVID-19 pandemic was still in its early stages and preliminary conversations with our bond counsel and financial advisors were telling us that we are probably looking at 3.75% interest rates. When only a couple of months prior, we were still in the budget process, I think I sat in a budget review meeting with the entire Township Committee... and guaranteed to everybody that we would secure an interest rate of 2 ½% or below... Instead of putting off the bond sale, Don and I decided to revisit the situation in a month. And our plan paid off. We found that rates had already started to improve, we made the decision to go ahead and have the sale as soon as reasonably possible. One hurdle was a ratings review that we had to have with Standard and Poor's (S&P) to confirm our AA+ rating. That happened on Monday, May 18 and took the bulk of the afternoon for us to get through. We did good. We kept our AA+ rating and we were told by S&P that nobody was getting an increase in their rate during this time of the uncertainties of COVID-19.” Mr. Pandos continued to read into the record comments from the Township's S&P rating report that included the following:

“very strong budget flexibility with an available fund balance in fiscal 2018 of twenty-three percent (23%) of operating expenditures or \$4.2 million. Very strong liquidity with total government available cash at 36.5% of current expenditures and 3.3 times governmental debt service and across external liquidity that we consider very strong. The Township's recent positive results have boosted available reserves to new highs. We fully expect fiscal 2019 results to show another addition to fund balance.”

Mr. Pandos, further added, “Let's fast forward to Thursday, June 4..... The results are even past my expectations. I don't think the full extent of the results of the sale are detailed in your acknowledgement letter. First off, the interest rate that we received was 1.6%, inclusive of a \$300,000.00 premium paid by Roosevelt and Cross LLC... Don and I asked Andi Kahn our Bond Counsel to research what we could legally use the \$300,000.00 premium for. We decided to use approximately \$200,000.00 to resize the \$4, 559,000.00 obligation down to \$4,365,000.00 that, in

effect, would lower the principal payments by approximately \$15,000.00 per year. We decided to use the remaining \$100,000.00 to pay down a remaining balance of \$150,000.00 in deferred charges to future taxation that we would have had to raise in the 2021 budget.” Mr. Pandos advised that funds will be wired into the Township account tomorrow and the notes will be paid off on their due date, Thursday, June 18.

Mr. Hutchins commented, “Actually, what they tell us is how they frame our rating is a strong AA+. I think in another time without COVID we might have had a chance at AAA.” He continued, “a bond rating review is like sitting with a shrink and bearing your soul for two hours. They get into every little detail of what we do, how we manage this place. There are very few stones left unturned... We did very well. This is coming from an outside agency, S&P, saying you are one of the best of the best.” Mr. Hutchins further commented on the impact of the interest rate on I-Bank funds. He stated, “...at the 1.6% interest rate, we would be looking at .8% on I-Bank funds borrowed for our road reconstruction projects. If that rate continues to drop, we could be looking at less than .8%. Normally, we would be borrowing at a 2, 2 ½ or 3% interest rate.”

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- b. **Request by Eagle Scout candidate, Andrew Galloway, to do a project at Morales Park –** Mr. Hutchins referred to his June 16, 2020 agenda memo regarding explanation of the proposed project. He continued to comment, “this is a project that myself and Brion Fleming are strongly recommending because it is taking current structures that we have that are in need of repair and fixing them...” There was no discussion or objections. By voice vote, Committee Members voted unanimously in favor of authorizing the project request by Eagle Scout candidate, Andrew Galloway.

ORDINANCES (INTRODUCTION/FIRST READING)

Mayor Kuhl read by title Ordinance #20-22.

AN ORDINANCE PERMITTING LIMITED OUTDOOR BUSINESS OPERATIONS AS WELL AS EXERCISE CLASSES WITHIN CERTAIN MUNICIPAL PARKS AND AREAS ADJACENT TO THE FITNESS OR WELLNESS BUSINESS DURING THE COVID-19 PANDEMIC

Deputy Mayor Gilbert inquired as to Board of Health requirements regarding outdoor business operations for service providers such as tattoo parlors, hair salons and barber shops. Township Attorney, Jeff Lehrer, responded, “...we made the ordinance as flexible as possible for the Zoning Officer to talk to those agencies that he needs to, to give himself the comfort to do what he needs to so that he is in accordance with Board of Health guidelines.”

Committee Member Hazard reiterated emailing the information in layman’s terms to said businesses. Mr. Hutchins confirmed respective businesses will be emailed following the June 30 adoption of the proposed ordinance.

Mayor Kuhl asked for a motion to introduce Ordinance #20-22 on first consideration.

Motion by MacDade, seconded by Reiner

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for June 30, 2020.

ORDINANCES (PUBLIC HEARING/FINAL ADOPTION)

Mayor Kuhl read by title Ordinance #20-21.

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AMENDING ORDINANCE #19-31 AUTHORIZING THE ACQUISITION OF THAT PROPERTY KNOWN AS BLOCK 21, LOT 16, AS SHOWN ON THE TAX MAP OF THE TOWNSHIP OF RARITAN, FROM CARRIANNE HOYLE AND APPROPRIATING THE NECESSARY FUNDS

Mayor Kuhl asked for a motion to open public hearing.

Motion by Gilbert, seconded by Hazard

MOTION UNANIMOUSLY CARRIED

There was no public comment.

Mayor Kuhl asked for a motion to close the public hearing and adopt Ordinance #20-21 on final consideration, same to be published according to law.

Motion by Gilbert, seconded by MacDade

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

Ordinance advertised June 5, 2020 in the Courier News. Posted on municipal bulletin board as required by law.

ORDINANCE # 20-21

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AMENDING ORDINANCE #19-31 AUTHORIZING THE ACQUISITION OF THAT PROPERTY KNOWN AS BLOCK 21, LOT 16, AS SHOWN ON THE TAX MAP OF THE TOWNSHIP OF RARITAN, FROM CARRIANNE HOYLE AND APPROPRIATING THE NECESSARY FUNDS

WHEREAS, on November 18, 2019, the Township Committee of the Township of Raritan adopted Ordinance #19-31 authorizing the purchase of Block 21, Lot 16, as shown on the Tax Map of the Township of Raritan (“Property”); and

WHEREAS, since the adoption of Ordinance #19-31 a survey of the Property was prepared confirming the acreage to be acquired; and

WHEREAS, the confirmed acreage to be acquired increased thereby increasing the purchase price of the Property and the appropriation; and

WHEREAS, the purpose of this Ordinance is to amend Ordinance #19-31 to provide for these increases; and

WHEREAS, the Township of Raritan was offered the opportunity to acquire the Property for recreation and open space by assignment from the New Jersey Conservation Foundation (“NJCF”); and

WHEREAS, the Property offered to the Township consists of a gross area of approximately 48.329 acres, of which 46.860 acres are to be deed restricted for recreation and open space purposes and 1.404 acres for right-of-way purposes and .065 acre for a bridge maintenance easement; and

WHEREAS, title to the Property is currently vested to the Estate of Warren J. Etzel; and

WHEREAS, Mr. Etzel passed away on April 4, 2018 and letters testamentary were issued on May 11, 2019 by the Register of Wills of Bucks County Pennsylvania for Mr. Etzel’s Estate; and

WHEREAS, Mr. Etzel’s last will and testament names Carrienne Hoyle as recipient of the Property although title has not been transferred to Ms. Hoyle’s name; and

WHEREAS, the contract purchaser, NJCF, entered into an Option Agreement for Purchase of the Property with Carrienne Hoyle and agreed to assign the Property to the Township for a contribution of a Green Acres Program Grant from Raritan Township and a Hunterdon County Open Space Trust Fund Grant from New Jersey Conservation Foundation, each in the sum of \$157,898.98; and

WHEREAS, once the Property is restricted for open space and recreation use at closing of title, the Township no longer needs to hold the Property and may convey its interest to NJCF; and

WHEREAS, NJCF assembled various funding sources for the purchase price of the Property as follows:

Source of Funds

Department of Environmental Protection, Green Acres Program Grant to Township of Raritan

Non-profit Grant from County of Hunterdon Open Space Trust Fund to New Jersey Conservation Foundation; and

WHEREAS, upon closing the Township will take title to the Property as required by the New Jersey Green Acres program; and

WHEREAS, however, through a conveyance by the Township of its interest in the Property at closing to NJCF, NJCF will own 100% of the Property; and

WHEREAS, the acquisition of the Property is contingent upon the funding sources contributing the full purchase price for the property; and

WHEREAS, the funding is from the following sources:

Party	Source of Funds	Amount
Township	Green Acres Program Grant	\$157,898.98
NJCF	Hunterdon County Open Space Trust Fund	\$157,898.98
Total		\$315,797.97

WHEREAS, the Township desires to acquire title to the Property and then immediately convey its interest to the NJCF; and

WHEREAS, the Township plans to appropriate \$157,898.98 from a Green Acres Program Grant and \$157,898.98 from New Jersey Conservation Foundation’s Hunterdon County Open Space Trust Fund grant for a total of \$315,797.97 for the purposes described in this Ordinance; and

WHEREAS, the Township’s willingness to purchase the Property is contingent upon the appropriation of funds by the New Jersey Legislature to fund the Township’s Green Acres Grant and the funds from the Hunterdon County Open Space Funds.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, as follows:

- a. The Township of Raritan hereby approves and authorizes the Township’s Mayor, Administrator, Clerk and Attorney to execute any and all documents necessary to consummate the acquisition of the Property pursuant to the terms of this Ordinance, including but not limited to:
 - a) Assignment of Interest in Unimproved Real Property;
 - b) Deed to New Jersey Conservation Foundation;
 - c) Declaration of Conservation Restrictions;
 - d) Closing Statement;
 - e) Reimbursement vouchers or other similar payment request; and
 - f) Such other documents as are necessary to consummate this transaction.

- b. Appropriate up to \$157,898.98 from a Green Acres Program Grant allocated to the Township and \$157,898.98 from the Hunterdon County Open Space Trust Fund to acquire the Property.

- c. The documents described in Paragraph 1 above shall provide the following:
 - a) Title shall be by Bargain and Sale Deed with Covenants against Grantor's Acts.
 - b) The Township conveying the Property to the New Jersey Conservation Foundation.
 - c) The closing shall be contingent upon the funding as described above.
 - d) Title shall be subject to a restrictive covenant limiting the use of the Property to recreation and open space purposes.
- d. This Ordinance shall take effect in accordance with law.

CORRESPONDENCE

Mayor Kuhl acknowledged receipt of correspondence from Mr. Mackay in reference to the discussion held during the previous regular meeting regarding graduation events. Mayor Kuhl explained that Mr. Mackay expressed the opinion that "this is actually good, more family-time and eating, playing and praying together."

NON-CONSENT

Township Committee Regular Meeting Minutes

Mayor Kuhl asked for a motion to approve the Regular Meeting Minutes of June 2, 2020.
Motion by Hazard, seconded by Gilbert

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl
NOES: None
ABSTAIN: None
ABSENT: None

Township Committee Executive Meeting Minutes

Mayor Kuhl asked for a motion to approve the Executive Session Meeting Minutes of June 2, 2020.

Motion by Gilbert, seconded by MacDade

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl
NOES: None
ABSTAIN: None
ABSENT: None

Mayor Kuhl read Resolution #20-144 by title.

Mayor Kuhl asked for a motion to adopt Resolution #20-144.

Motion by Gilbert, seconded by MacDade

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Mayor Kuhl

NOES: Reiner

ABSTAIN: None

ABSENT: None

RESOLUTION #20-144

A RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR THE ADMINISTRATION OF THE DOWNPAYMENT AND/OR CLOSING COST AFFORDABILITY ASSISTANCE GRANT PROGRAM FOR AFFORDABLE HOUSING

WHEREAS, there exists a need for professional services for the Township of Raritan for a non-fair and open contract for the administration of the Downpayment and/or Closing Cost Affordability Assistance Grant Program in accordance with the Downpayment Assistance Operating Manual pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Township Committee has determined that Central Jersey Housing Resource Center (CJHRC) should be awarded the contract for the administration of the Downpayment and/or Closing Cost Affordability Grant Program; and

WHEREAS, section N.J.S.A. 40A:11-5 of the Local Public Contracts Law (N.J.S.A. 40A:11-11 *et seq.*) exempts such professional services from competitive bidding; and

WHEREAS, prior to the execution of a contract, Central Jersey Housing Resource Center will have completed and submitted a Business Entity Disclosure Certification which certifies that no individual with a 10% interest or larger has made any reportable contributions to a political party or candidate for the Township Committee of the Township of Raritan in the previous year, and that the contract will prohibit any individual with a 10% interest or larger from making any reportable contributions through the term of the contract, however, this not to be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during calendar year 2018, pursuant to N.J.S.A. 19:44A-20.4, *et seq.*; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey as follows:

1. Central Jersey Housing Resource Center (CJHRC) is hereby awarded a contract for the administration of the Raritan Township Down Payment and/or Closing Cost Affordability Grant Program from July 1, 2020 and continues through June 30, 2025 (attached as Exhibit A).
2. That this contract be awarded without competitive bidding because the services in question are of a specialized, technical and professional nature, not reasonably capable of being reduced to specification.
3. The Business Disclosure Entity Certification shall be placed on file with this resolution.
4. Central Jersey Housing Resource Center (CJHRC) will be compensated at \$650.00 per unit as specified in the contract.

5. A notice of this resolution shall be published in an official newspaper of the Township and in accordance with the Local Public Contracts Law.

Mayor Kuhl read Resolution #20-145 by title.

Mayor Kuhl asked for a motion to adopt Resolution #20-145.

Motion by Gilbert, seconded by MacDade

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Mayor Kuhl

NOES: Reiner

ABSTAIN: None

ABSENT: None

RESOLUTION #20-145

**A RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR
AND OPEN CONTRACT FOR THE ADMINISTRATION OF THE REHABILITATION
PROGRAM SERVICES FOR AFFORDABLE HOUSING**

WHEREAS, there exists a need for professional services for the Township of Raritan for a non-fair and open contract for the Administration of the Rehabilitation Program for Affordable Housing in accordance with the Rehabilitation Manual pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Township Committee has determined that Central Jersey Housing Resource Center (CJHRC) should be awarded the contract for the administration of the Rehabilitation Program for Affordable Housing; and

WHEREAS, section N.J.S.A. 40A:11-5 of the Local Public Contracts Law (N.J.S.A. 40A:11-11 *et seq.*) exempts such professional services from competitive bidding; and

WHEREAS, prior to the execution of a contract, Central Jersey Housing Resource Center will have completed and submitted a Business Entity Disclosure Certification which certifies that no individual with a 10% interest or larger has made any reportable contributions to a political party or candidate for the Township Committee of the Township of Raritan in the previous year, and that the contract will prohibit any individual with a 10% interest or larger from making any reportable contributions through the term of the contract, however, this not to be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during calendar year 2018, pursuant to N.J.S.A. 19:44A-20.4, et seq.; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey as follows:

1. Central Jersey Housing Resource Center (CJHRC) is hereby awarded a contract for the administration of the Raritan Township Rehabilitation Program Services from July 1, 2020 and continues through June 30, 2025 (attached as Exhibit A).
2. That this contract be awarded without competitive bidding because the services in question are of a specialized, technical and professional nature, not reasonably capable of being reduced to specification.
3. The Business Disclosure Entity Certification shall be placed on file with this resolution.

4. Central Jersey Housing Resource Center (CJHRC) will be compensated at 20% of the overall rehab amount per unit as specified in the contract.
5. A notice of this resolution shall be published in an official newspaper of the Township and in accordance with the Local Public Contracts Law.

Mayor Kuhl read Resolution #20-146 by title.

Mayor Kuhl asked for a motion to adopt Resolution #20-146.

Motion by MacDade, seconded by Gilbert

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Mayor Kuhl

NOES: Reiner

ABSTAIN: None

ABSENT: None

RESOLUTION #20-146

**A RESOLUTION AUTHORIZING AND APPROVING UPDATED
OPERATING MANUALS FOR THE ADMINISTRATION OF THE
TOWNSHIP'S HOUSING REHABILITATION PROGRAM AND DOWNPAYMENT
ASSISTANCE PROGRAM**

WHEREAS, Raritan Township (hereinafter referred to as "Township") has authorized Central Jersey Housing Resource Center ("CJHRC") to act as Administrative Agent for the Housing Rehabilitation Program and the Downpayment Assistance Program in Raritan Township; and

WHEREAS, Central Jersey Housing Resource Center (CJHRC) is a nonprofit collaboration of businesses, financial institutions, social service agencies, public officials and housing advocates who work to increase the accessibility and availability of affordable housing in Central New Jersey; and

WHEREAS, CJHRC currently operates a centralized housing resource information center in Somerset County and is a HUD certified agency specialized in the state and federal housing regulations; and

WHEREAS, the principal goal of the Raritan Township Housing Rehabilitation Program is to provide funding for affordable unit qualified owners to bring substandard units up to code; and

WHEREAS, the principal goal of the Raritan Township Downpayment Assistance Program is to provide funding for affordable unit qualified buyers to purchase an affordable unit in the Township; and

WHEREAS, CJHRC has made recommendations to update the Rehabilitation Program so that there is no minimum expenditure in order to allow for lower cost repairs such as new water heaters; and

WHEREAS, CJHRC has made recommendations to update the Downpayment Assistance Program so that the assistance is provided as a grant with a maximum expenditure of \$8,000 per unit with a goal of providing five grants per year depending on available funding; and

WHEREAS, the Township's Special Master, Kendra Lelie, P.P., A.I.C.P. was contacted regarding these changes and had no objections to the Township making these changes to the program manuals; and

WHEREAS, the attached Operating Manual for the Administration of the Rehabilitation Program and the attached Operating Manual for the Administration of the Downpayment Assistance Program, both dated June 2020 have been updated to include the recommended changes.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Raritan that we do hereby approve of the updated manuals dated June 2020 for the Township's Housing Rehabilitation Program and Downpayment Assistance Program.

Mayor Kuhl read Resolution #20-147 by title.

Mayor Kuhl asked for a motion to adopt Resolution #20-147.

Motion by Reiner, seconded by Hazard

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #20-147

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AMENDING RESOLUTION #19-245 APPOINTING JOYCE P. HANSHAW AS CLASS III SPECIAL LAW ENFORCEMENT OFFICER FOR THE REMAINDER OF THE 2019-2020 SCHOOL YEAR

WHEREAS, P.L. 2016 c. 68 ("Chapter 68") was approved by Governor Christie on November 30, 2016; and

WHEREAS, Chapter 68 authorizes municipalities to hire Class III Special Law Enforcement Officers to provide security protection to designated schools; and

WHEREAS, Section 2.56.200 of the Revised General Ordinances of the Township of Raritan sets forth the particular requirements of Class III Special Law Enforcement Officers; and

WHEREAS, Section 2.56.200(A) of the Revised General Ordinances of the Township of Raritan states that "Class III Special Law Enforcement Officers shall only be employed part-time, not to exceed, on average, thirty (30) hours per week per calendar year. Pursuant to N.J.S.A. 40A:14-146.16(9)(d), no Class III Special Law Enforcement Officer shall be eligible for healthcare benefits from the Township or enrollment in any state-administered retirement system;" and

WHEREAS, the Township Committee authorized the appointment of Joyce P. Hanshaw as Class III Special Law Enforcement Officer per Resolution #19-245, effective October 15, 2019 and expiring July 1, 2020; and

WHEREAS, due to the unforeseen circumstances created by the COVID-19 Pandemic, Joyce P. Hanshaw was not able to complete all mandatory training before the expiration of her appointment on July 1, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AS FOLLOWS:

1. The appointment of Class III Special Law Enforcement Officer Joyce P. Hanshaw is hereby extended for a term of nine (9) days beginning July 1, 2020 and terminating on July 9, 2020.
2. The terms and conditions of Ms. Hanshaw's employment are governed by Section 2.56.200 of the Revised General Ordinances of the Township of Raritan and Chapter 68.
3. Notwithstanding the foregoing, Ms. Hanshaw is an at-will employee of the Township and the Township may revoke such appointment without cause or hearing at the discretion of the Township Committee.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Township Committee and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

Mayor Kuhl asked for a motion to approve the Consent Agenda.

Motion by Reiner, seconded by Hazard

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #20-148

A RESOLUTION AUTHORIZING THE TOWNSHIP OF RARITAN THROUGH THE RARITAN TOWNSHIP POLICE DEPARTMENT TO PARTICIPATE IN THE DEFENSE LOGISTICS AGENCY, LAW ENFORCEMENT SUPPORT OFFICE 1033 PROGRAM TO ENABLE THE RARITAN TOWNSHIP POLICE DEPARTMENT TO REQUEST AND ACQUIRE EXCESS DEPARTMENT OF DEFENSE EQUIPMENT

WHEREAS, the United State Congress authorized the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program to make use of excess Department of Defense personal property by making that personal property available to municipal, county and State law enforcement agencies; and

WHEREAS, DLA rules mandate that all equipment acquired through the 1033 Program remain under the control of the requesting law enforcement agency; and

WHEREAS, participation in the 1033 Program allows municipal and county law enforcement agencies to obtain property they might not otherwise be able to afford in order to enhance community preparedness, response, and resiliency; and

WHEREAS, although property is provided through the 1033 Program at no cost to municipal and county law enforcement agencies, these entities are responsible for the costs associated with delivery, maintenance, fueling, and upkeep of the property, and for specialized training on the operation of any acquired property; and

WHEREAS, N.J.S.A. 40A:5-30.2 requires that the governing body of the municipality or county approve, by a majority of the full membership, both enrollment in, and the acquisition of any property through the 1033 Program.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the Raritan Township Police Department is hereby authorized to enroll in the 1033 Program for a one-year period from July 16, 2020 to July 16, 2021.

BE IT FURTHER RESOLVED that the Raritan Township Police Department is hereby authorized to acquire items of non-controlled property designated "DEMIL A," which may include: office supplies, office furniture, computers, electronic equipment, generators, field packs, non-military vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, storage devices and containers, tools, medical and first aid equipment and supplies, personal protection equipment and supplies, construction materials, lighting supplies, beds and sleeping mats, wet and cold weather equipment and supplies, respirators, binoculars, and any other supplies or equipment of a non-military nature identified by the DLA, if it shall become available in the next twelve months, based on the needs of the *Raritan Township Police Department*, without restriction.

BE IT FURTHER RESOLVED that the *Raritan Township Police Department* shall develop and implement a full training plan and policy for the maintenance and use of the acquired property.

BE IT FURTHER RESOLVED that the *Raritan Township Police Department* shall provide a quarterly accounting of all property obtained through the 1033 Program which shall be available to the public upon request.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately and shall be valid to authorize requests to acquire "DEMIL A" property that may be made available through the 1033 Program until July 16, 2021.

RESOLUTION # 20-149

A RESOLUTION AWARDING A CONTRACT TO DENVILLE LINE PAINTING, INC. FOR LINE STRIPING AND TRAFFIC MARKINGS ON TOWNSHIP ROADWAYS

WHEREAS, the Township of Raritan is in need of line striping and traffic markings on township roadways; and

WHEREAS, the Township of Raritan is a member of the Morris County Cooperative Pricing Council (MCCPC); and

WHEREAS, Denville Line Painting, Inc., 2 Green Pond Road, Rockaway, New Jersey 07866 has been awarded Contract #36 Traffic Striping on Roadways through the MCCPC; and

WHEREAS, the cost of this will be at the bid price as documented by the MCCPC; and
WHEREAS, the Superintendent of Public Works recommends that Denville Line Painting, Inc., be awarded the contract for line striping and traffic markings of Township roadways; and

WHEREAS, the Chief Financial Officer has certified that funds are available through Certificate of Availability of Funds #20-30 for line striping and traffic markings.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the contract for line striping and traffic markings on Township roadways be awarded to Denville Line Painting, Inc., 2 Green Pond Road, Rockaway, New Jersey, 07866.

RESOLUTION #20-150

**A RESOLUTION AUTHORIZING THE PARTIAL REFUND
OF A PET LICENSE FEE (MACKAY)**

WHEREAS, John Mackay has requested the partial refund of a pet license fee due to veteran status in the amount of \$21.60; and

WHEREAS, Lisa Fania, Municipal Clerk, recommends a partial refund of a pet license fee in the amount of \$21.60.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that a partial refund of a pet license fee in the amount of \$21.60 paid by John Mackay is hereby granted.

RESOLUTION #20-151

**A RESOLUTION AUTHORIZING THE EXTENSION OF CONTRACT
WITH VISUAL COMPUTER SOLUTIONS INC. TO
PROVIDE PROGRAM ADMINISTRATION OF RARITAN TOWNSHIP POLICE
DEPARTMENT OUTSIDE DUTY DETAIL**

WHEREAS, N.J.S.A. 40A:11-3 a. allows the governing body of the contracting agency to authorize by resolution or ordinance to designate a purchasing agent or other employee to award a contract that does not exceed in aggregate during the contract year \$17,500.00; and

WHEREAS, the Township Committee of the Township of Raritan wishes to provide a more efficient method of administering, scheduling and mitigating the risk of providing the Police Department Outside Detail services; and

WHEREAS, the Township Administrator, Chief Financial Officer and the Chief of Police have recommended that Visual Computer Solutions Inc., 4400 U.S. Highway 9, Freehold, New Jersey 07728 be authorized to provide this service to the Township of Raritan.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the contract with Visual Computer Solutions Inc., 4400 U.S. Highway 9, Freehold, New Jersey 07728 to provide Administration services for the Raritan Township Police Department Outside Detail program to the Township be extended for a one-year, commencing upon the expiration date of the current contract, July 1, 2020.

PRIVILEGE OF THE FLOOR

There was no public comment.

ADJOURNMENT

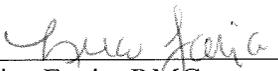
Mayor Kuhl asked for a motion to adjourn.

Motion by Hazard, seconded by Reiner

MOTION UNANIMOUSLY CARRIED

Meeting adjourned at 7:38 p.m.

Respectfully submitted,



Lisa Fania, RMC
Township Clerk